



Spring 2002
Volume 2, Issue 2

Inside This Issue

1 Bond Package Kickoff

1 In the Spotlight

2 Kickoff Photographs

3 FAQ's

3 Special Events

4 Award Nomination

4 Noteworthy

Cyd V. Grimes, C.P.M.
Purchasing Agent

Travis County
Commissioners Court

County Judge Samuel T. Biscoe
Pct. 1 Commissioner Ron Davis
Pct. 2 Commissioner Karen Sonleitner
Pct. 3 Commissioner Margaret Moore
Pct. 4 Commissioner Margaret Gomez

Travis County
Purchasing Board

Pct. 4 County Commissioner
Margaret Gomez, Chairperson
Pct. 3 County Commissioner Margaret Moore
353rd District Ct. Judge Lora Livingston
201st District Ct. Judge Suzanne Covington
331st District Ct. Judge Bob Perkins

Travis County Purchasing Quarterly

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Travis County *Purchasing Quarterly*

March Bond Package Kickoff Well Received

Most of those in attendance at the March 20th Bond Package Kickoff came straight from work to the City of Austin Small Business Assistance Center, the location of the Historically Underutilized Business (HUB) Office's first after hours event.

The kickoff, whose theme was "opening the doors of opportunity yet again," was in recognition of the \$199 million bond package and the \$90 million in contracting opportunities for general contracting, trade work and professional services it presents.

State Representative Dawnna Dukes, the event's special guest speaker, greeted a room full of attendees whose occupations ran the gamut from engineers to trade contractors. She shared her excitement at the improvements that would be made with the bonds and the opportunities the package will afford to contractors.

"Often times, minority and woman-owned businesses feel like they don't have access to everything," Dukes stated. "But a \$199 million bond program should afford an opportunity to many of us in the room as well as those who were not able to make it tonight."

Travis County Purchasing Agent Cyd Grimes emceed the event, and was part of a four-member panel that provided an overview of the Bond Capital Improvement Projects and fielded questions from attendees. The panel also included Joe Gieselman, Executive Manager for Transportation and Natural Resources (TNR), Chiddi N'Jie with TNR, and Roger A. El Khoury, Director of Facilities Management.

Grimes welcomed the crowd of about 50 and commenced the presentation by expressing Travis County's commitment to the HUB program while reminding contractors of the importance of the bonding and insurance the county requires. A representative with the city-sponsored

In the Spotlight

Dan Rollie

Nestled in the northeast corner of Travis County, a few miles down a country road past the Exposition Center, is the Travis County Purchasing warehouse. A considerable country drive, one could see why warehouse staff only make the trek downtown when absolutely necessary.

Dan Rollie, Purchasing Warehouse Supervisor, rarely ever makes the trip because he is the man responsible for assuring that warehouse operations run smoothly and efficiently.

Dan is a nuts and bolts kind of guy: he likes to get things done and get them done right. "I don't care if it is mowing my lawn," he says, "I want it to look great when I'm done." A man who prides himself on his "organizational abilities," his service at the warehouse necessitates and reflects his experience and commitment to organization.

A former business owner and father of three "well-mannered" daughters, ages 24, 21, and 17, Dan takes ownership in his job. "I do the job like I own the business," he says.

This was clear when Dan provided me with a tour of the facilities. From chairs and cabinets to CPUs, everything is neatly stacked and categorized for easy browsing.

Sorting and inspecting new shipments of items and manually entering information into the inventory database is a major component of warehouse staff job duties. Deciding what is in good condition to be recycled and what should be auctioned is another, the latter of which occurs "about every three months."

"I try to recycle as much as I can to save the county money," says Dan. When items are sold on auction, they are sold in "lots,"



See Kickoff on Page 2

See Spotlight on Page 4



Clockwise from top left: Crowd listens to introductory remarks; **Top center (from left):** Joe Gieselman, TNR Executive Manager, Chiddi N'Jie, TNR, Cyd V. Grimes, Purchasing Agent, and Roger A. El Khoury, FM Director; **Top right:** Paul Turner, AISD, networking with vendors; **Middle left:** Sylvia Lopez, HUB Coordinator, with Adriana Gonzalez and Erick Dunham, representatives of a HUB; **Middle center:** David Moreno, Purchasing, with Pablo Sanchez, a HUB engineer; **Middle right:** Gieselman discussing bond projects; **Bottom left:** Rep. Dawnya Dukes making her remarks; **Bottom center:** Crowd giving a warm welcome to Rep. Dukes; **Bottom right:** Buyers Richard Villareal and Ella Hill

Kickoff • Continued from Page 1

Bonding and Technical Services was on hand to assist vendors with acquiring the bonding and insurance.

“We have a lot of park projects, road projects and drainage projects,” Gieselman informed the crowd, stipulating that the work will not all go out this year, but rather will span over the next five to six years.

Gieselman explained how projects were prioritized, with projects already designed being the first to go out for construction. Second will come projects that don’t require a lot of land acquisition such as park projects, where dealings may only involve two parties, the county and a single landowner. Work can begin sooner on these compared with projects that require multiple parcels of land to be appraised, acquired and constructed, as is the case with the right of

way easements like SH 130. Public-private partnerships, in which partners contribute financially to the project, are also a high priority.

A few projects have already been designed for the construction phase, using the 1997 bond package proceeds and other certificates of obligation. Work may begin on these projects as soon as April 10th, the date of the first bond issuance, which will allow the county to “begin opening the gates” of opportunity. “The first gates to open will be the construction projects,” said Gieselman, “with the latter phases of these projects consisting of more design work.”

“Most of this design work, like the multi-lane arterials, bridges and parks will be outsourced,” he added, except for those involving a “high level of sensitivity.”

These “design to condition” projects involve a high level of neighborhood interaction, which shifts the county’s focus to doing “exactly what the folks in the community want to do.”

Regarding the types of work these projects will lend themselves to, “There will be probably every variety of trade you can normally anticipate in a park or road project,” Gieselman said, including geo-technical work, surveying, engineering, design, concrete work, building construction and plumbing, to name a few.

Gieselman closed his remarks, with high hopes for the “mixed bag” of opportunities saying, “hopefully there will be enough business for everyone.” One certainty is the business to be done is plentiful and fast approaching. ☺

Frequently Asked Questions

Q: How do I print a list of vendors when seeking a suggested vendor with my requisition?

A: There are several ways to locate vendors, including printing a report off of HTE. This is an ideal time to seek out HUB vendors to include.

From the **Purchasing Menu**, select (3) the **Demand Reports** function. Then, choose the (2) **Commodity Vendor Cross Reference** Function. Before going any further, you should know the **commodity** and **sub-commodity** codes for the product or service you are seeking. Once you are in the report screen, **change the default N** to a **Y** for **vendor address**. Enter the commodity code twice unless you are seeking a range of commodities. Then enter the sub-commodity. Press **F8** to submit and print the report.

Can't find any HUBs on HTE? Search the **Centralized Master Bidder's List (CMBL)**, on the State of Texas' Building and Procurement Commission's website at www.tbpc.state.tx.us. You will find an easy-to-navigate search engine that provides access to all vendors registered with the state, as well as all state-certified HUBs. Fees are only charged to vendors who choose to be registered.

Q: Do buyers have different requirements, like when to seek out competition on small purchases?

A: When a requisition is **over \$1,500** in value, **three written quotes** must be solicited. One of those quotes should be from a **certified HUB**, if available. If **less than \$1,500**, a certified HUB should be solicited only and if the price is fair and reasonable, an award shall be made. Otherwise, competition should be sought.

Q: Who should attend optional pre-bid and pre-proposal conferences?

A: Pre-bid and pre-proposal conferences are open to vendors interested in bidding on a project or working on a project in some capacity. Prime contractors, general contractors and possible sub-contractors are encouraged to attend in order to receive a thorough project scope. This is also an ideal time for County staff to address questions about the project.

Purchasing Staff Phone List

Main Number 854-9700

Purchasing Agent	Cyd Grimes	854-9761
Asst. Purchasing Agent	Frank Holder	854-9451
Business Sys. Consultant	Scott Worthington	854-4851
HUB Coordinator	Sylvia Lopez	854-4561
HUB Specialist	Jorge Talavera	854-9914
Purchasing Agent Asst. III	Lolly Jones	854-4204
Purchasing Agent Asst. III	Lori Clyde	854-4205
Purchasing Agent Asst. III	Rose Garcia	854-9763
Purchasing Agent Asst. III	Loren Breland	854-4854
Purchasing Agent Asst. III	Steve Parks	854-9764
Purchasing Agent Asst. II	Ella Hill	854-4853
Purchasing Agent Asst. II	Richard Villareal	854-4881
Purchasing Agent Asst. II	Manuel Perez	854-9762
Purchasing Agent Asst. I	Donald Rollack	854-9760
Purchasing Agent Asst. III	Lou Britt	854-4852
Purchasing Agent Asst. III	Jason Walker	854-4562
Purchasing Agent Asst. III	Eric Francois	854-9853
Executive Assistant	Lana Boling	854-9766
Purchasing Clerk IV	Melissa Hanson	854-9915
Purchasing Clerk III	John Gonzalez	854-9916
Purchasing Clerk III	Elsa Uresti	854-9917
Purchasing Clerk II	Betty Chapa	854-9918
Fixed Asset Manager	Ron Dube	854-6458
Warehouse Supervisor	Dan Rollie	854-6459
Fixed Asset Associate	Matt Phillips	854-6459
Purchasing Agent Asst. IV	Marvin Brice	854-9765
Purchasing Agent Asst. IV	Jerry Raisch	854-9724
Purchasing Agent Asst. IV	David Moreno	854-4850

Quarterly Quote

"One of the greatest sources of energy is pride in what we are doing."

Special Events Calendar

Austin
4/24/02

The University of Texas
Vendor Fair

Hosted by:

The University of Texas-Austin
The University of Texas System
Location & Time

Frank Erwin Center

For information visit:

<http://www.utexas.edu/admin/purchasing/hub/vf2002.html>

Austin
05/23/02

Celebrating A Legacy of
Excellence

Hosted by:

Women in the Public Sector
Organization (WIPSO)

Location & Time:

Omni SouthPark Hotel
8:00 a.m. - 5:00 p.m.

For information contact:

Deborah Griffith at (877) 628-0706
or visit

http://www.wipso.org/WIPSO_may2002_conference.htm

Austin
05/30/02

2002 Texas League of United
Latin American Citizens (LULAC)
State Convention and Exposition
Location & Time:

Renaissance Austin Hotel
For more information call:

Vincent Ramos at
vramos@texaslulac.org or
(512) 477-7910

Passage

Where does it all go
Like the wind when it blows
What do we have in all
As summer years turn to fall
Can we reap the wild whirlwind
Or hope for luck it's a Godsend
Well, all in all, we'll do our best
And let wayward fortune
take the rest

-Donald Rollack



Travis County Nominated for Government Diversity Award

On February 28, 2002, the Capital City African-American Chamber of Commerce held its annual Career Fair and Diversity Exposition.

Travis County was one of three public agencies nominated for this year's "*Capital City African-American Chamber of Commerce's Government Diversity Award*." The other nominees were the City of Austin and the Texas Department of Transportation (TX DOT).

The annual award is presented to government agencies in recognition of the number and dollar amount of contracts awarded to African-Americans. Travis County was a runner-up as this year's award went to TX DOT. ☺

Clockwise from top: Presentation of Diversity Award; *Middle right:* Travis County Judge Sam Biscoe and Sylvia Lopez, HUB Coordinator; *Bottom:* Event luncheon; *Middle left:* Lopez, Cyd Grimes, Purchasing Agent, and Jorge Talavera, HUB Specialist

Spotlight • Continued from Page 1

grouped by item type and assigned a "lot number." Who is this stuff available to? County departments that have small or limited budgets are a prime example of those who acquire warehouse items. The general public and area businesses, like computer dealers, are the types of prospective buyers who attend the periodic auctions.

"Do you have this?" and "How do I get something delivered?" are the most frequently asked questions Dan receives over the phone. Dan tells them, "I can tell you if we have something but not if you'll like it...what you like and I like could be 100 percent different." Getting an item delivered is as simple as submitting a work order to Facilities Management, and they handle it from there.

"People sometimes look at me and say, 'There can't be a lot of challenges in a warehouse.'" But Dan sees things that someone without 30 years of warehouse experience would not. All those years have not hampered his enjoyment of the job.

"I believe that you never quit learning with any job. If you do, you've outgrown your job."

"You have to enjoy your job to be good at it," says Dan. "I still learn something new every day here at the warehouse, and I believe that you never quit learning with any job. If you do, you've outgrown your job."

A family man and car enthusiast who raced stock cars in his youth, Dan now spends much of his down time sitting in the bleachers watching his youngest daughter compete in fast-pitch Select Softball Tournaments all over Texas. Originally from Minnesota, Dan now considers Texas his true home and says, "They could pay me \$100 an hour and I wouldn't go back. The winter's are too long."

Dan has hopes of retiring with the County, and paying off his home soon to "tuck some money away." Then, Dan is off for a nice extended vacation to none other than Hawaii, a far cry from Minnesota. ☺

NOTEWORTHY...

Huston-Tillotson College held a "*Communities Connecting for a Better Tomorrow*" forum in which community leaders and representatives got together to discuss the current disconnect between communities and brainstorm strategies to bridge the gaps for the improvement of Austin as a whole. Judge Biscoe was a guest speaker at the event.

The first Dialogue show hosted by the HUB Office was recorded and broadcast on *TCTV-17* in January. This is the first of many, which will also include Spanish shows. Fastrack, a learning and career advancement center, was the first featured HUB.

You can now read the Quarterly on the Internet. Just visit the Purchasing Office website at www.co.travis.tx.us/departments/purchasing.htm and click on the Quarterly Newsletter link. The Purchasing Office will also soon facilitate the vendor registration process by making the bidder's application available online.

The next "*Business Bus Hop*" is being scheduled for June and the HUB office is seeking interested purchasing liaisons. The purpose of the Bus Hop is to acquaint County personnel with local small, minority- and women-owned businesses and business resources. Please contact the HUB office if you are interested in participating or for more information.

The Travis County Purchasing Quarterly is a work in progress that will continue to grow and improve.

We are always open to your suggestions so please feel free to email your ideas to

Jorge.Talavera@co.travis.tx.us. We at the Travis County Purchasing Office are striving to improve our service to you. Please let us know how we can better serve you.



When visiting the Purchasing Office, to ensure that you are serviced efficiently, please stop at the front desk. All documents will be logged in, date stamped and distributed appropriately. If you need to speak with a staff member, someone in the Purchasing Office will be happy to assist you.